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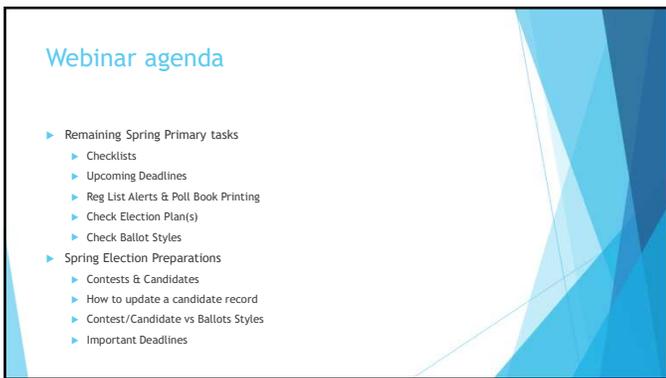
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**Spring Primary Tasks**  
**Reg List Alerts & Poll Books**

Poll Books available 19-days before Election Day\*

**Before printing:**

- Are all Reg List Alerts completed?
- Are all registrations & absentee requests entered?
- Reporting units correct?

\*WEC recommends not printing prior to weekend before Election Day




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**Spring Primary Tasks**  
**Reg List Alerts & Poll Books**

Are all Reg List Alerts completed?    Are all registrations & absentee requests entered?

- Reduce voter confusion
- Reduce unnecessary EDRs
- Fewer voters using Supplemental Poll List
- Reduce data-entry error post-election

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**Spring Primary Tasks**  
**Reg List Alerts & Poll Books**

**Reporting Units Correct?**

Poll Book records auto-update for Election Plan Changes



Until generated/printed!

If updates needed after poll book generated, MUST CONTACT WEC!

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### Spring Primary Tasks

What's left to do?

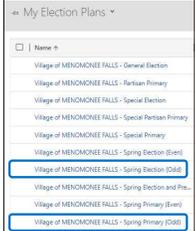
**Check Election Plans**  
First Spring - Odd elections since redistricting!

Municipalities w/ plans missing wards already contacted

Confirm reporting units & Polling Places

Senate District 8 - Reporting units can't cross Senate district lines

Election plan = Voting equipment programming!  
Confirm with County



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### Spring Primary Tasks

What's left to do?

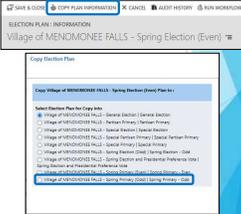
**Check Election Plans**  
First Spring - Odd elections since redistricting!

Spring Primary Election Plan not new?  
Copy it from an existing Election Plan

Open Election Plan with correct reporting units

Click Copy Plan Information

Select election to overwrite



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### Spring Primary Tasks

What's left to do?

**Check Election Plans**  
Polling Place changes - Reporting Units Correct

Does not require copying or recreating reporting units



Reporting Unit	Name	Election Type	Jurisdiction	Polling Place Name
1	Wards 1-6	Spring Primary - Odd	CITY OF KIEL - MULTIPLE CO.	KIEL COMMUNITY CENTER
7	Ward 7	Spring Primary - Odd	CITY OF KIEL - MULTIPLE CO.	KIEL COMMUNITY CENTER

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### Spring Primary Tasks

What's left to do?

**Check Election Plans**  
 Polling Place changes - Reporting Units Correct  
 Does not require copying or recreating reporting units

Select Polling Place Name field - click in blank area  
 Press Backspace to clear the existing information  
 Enter new Polling Place name, click magnifying glass icon  
 Select record, Click Save & Close



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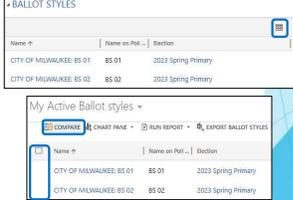
### Spring Primary Tasks

What's left to do?

**Check Ballot Styles**  
 Use Compare tool to speed review!

Click the Associated View icon

Click the Compare button  
 Default = all ballot styles  
 Or check records to compare



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### Spring Primary Tasks

What's left to do?

**Check Ballot Styles**  
 Use Compare tool to speed review!

X = contest is included in the listed Ballot Style  
 Tan color & Dash = Contest not part of the Ballot Style

Blue text are links - will open Contest or Ballot Style

Contact WEC if contests or ballot styles missing!



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### Spring Primary Tasks

What's left to do?

#### Renaming Ballot Styles

Name #	Name on Poll Book	Election	Jurisdiction
CITY OF KENOSHA BS 01	BS 01	2023 Spring Primary	CITY OF KENOSHA - KENOSHA COUNTY
CITY OF KENOSHA BS 02	BS 02	2023 Spring Primary	CITY OF KENOSHA - KENOSHA COUNTY

Click Name link on Compare view or under Ballot Styles tab

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### Spring Primary Tasks

What's left to do?

#### Renaming Ballot Styles

Click in Name on Poll Book field  
Press Backspace to clear field  
Enter new ballot style name  
Click Save & Close to complete

\*Can also click Save and use arrows to navigate to next ballot style\*

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### Spring Election Preparations

#### Contests & Candidates

Election: **2023 Spring Election** | Election Date: 4/4/2023

**Election Progress**

- Contests:  Complete
- Candidates:  Complete
- Resolutions:  Complete
- Poll Book Note:  Recorded
- EDR:  Complete
- Reconciliation:  Complete
- Election:  Closed

Only responsible for Contests & Candidates at your "level"

<b>Municipalities:</b> City Alders Municipal Judges Town/Village Boards	<b>Counties:</b> School Districts County Supervisors Multi-Jurisdictional Judges	<b>State (WEC):</b> Court of Appeals State Supreme Court County Circuit Courts
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Checkpoints are independent for municipal, county, & state

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### Spring Election Preparations

#### Contests & Candidates

**ELECTION INFORMATION**  
2023 Spring Election

Election Date: 4/4/2023

**Election Progress**

- Contests Complete
- Candidates Complete
- Personnel Complete
- Poll Book Lists Recorded
- EDB Complete
- Recirculation Complete
- Election Close

**Update Candidate records if there was a primary!**

- CONTESTS
- CANDIDATES
- ELECTION PLAN
- BALLOT STYLES
- POLL BOOKS - Poll Books will not be available to print until 20 days before the election.

Can access through either Contests or Candidates tab

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### Spring Election Preparations

#### Contests & Candidates

#### How to update a Candidate record

**CONTESTS**

Ballot	Name	Office Position
1	SPECIAL ELECTION FOR STATE SENATOR DIST...	STATE SENATOR...

**CANDIDATES**

Name	Name on Ballot
Abraham, Jennifer	Jennifer Abraham
Adams, Laurence	Laurence Adams

Calendar/Paper icon = Associated View

Default Associated View different for Municipal & County Clerks!!

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### Spring Election Preparations

#### Contests & Candidates

#### How to update a Candidate record

**Contest Associated View**

- System Views
- Active Contests
- Contest Associated View
- Inactive Contests
- My Contests
- Non-Candidacy not filled

**Candidate Associated View**

- System Views
- Active Candidates
- Candidate Associated View
- Inactive Candidates
- My Active Candidates

If you can change jurisdictions Use My Contests/Candidates

**ELECTION INFORMATION**  
2023 Spring Election

**My Contests**

Ballot	Name	Jurisdiction	Count
302...	Municipal Fall Village Trustee 1	Municipal Sec. - VILLAGE OF WINDSORH...	1
302...	Municipal Fall Village Trustee 2	Municipal Sec. - VILLAGE OF WINDSORH...	1
302...	Municipal Fall Village Trustee 1	Municipal Sec. - VILLAGE OF WINDSORH...	1

**My Active Candidates**

Name	Name on Ballot	Count
Heath, Anthony	Heath, Anthony	1
Wright, John	Wright, John	1
Heath, Anthony	Heath, Anthony	1

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**Spring Election Preparations**  
**Contests & Candidates**  
 How to update a Candidate record  
 \*Tip for navigating\*

Right-Click: Open in a New Window!!

Save & Close closes the window, doesn't reset to the Election page!

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**Spring Election Preparations**  
**Contests & Candidates**  
 How to update a Candidate record

Didn't qualify after Primary:  
 Open Candidate record from either view

Change Candidate Filing Status to Denied

Save & Close

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**Spring Election Preparations**  
**Contests & Candidates**  
 How to update a Candidate record

CANDIDATE DETAILS

CANDIDATES					
Candidates					
Name #	Name on Ballot	Contest	Candidate Filing Status	Candidate Ballot	Write In
Super-Secondary 18378384	Likemobile Super-Secondary	Missouri State Village Tru...	Denied	1	No
Student 1838	Union Student	Missouri State Village Tru...	Approved	1	No
Dist-Secondary 184081	Imperial Post-Secondary	Missouri State Village Tru...	Approved	2	No

Don't forget to update Candidate Ballot Position!

Open qualifying candidate records - change - Save & Close!

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### Spring Election Preparations

#### Contests/Candidates vs Ballot Styles

Name #	Name on Ballot	Election	Jurisdiction
CITY OF PRESCOTT: BS 01	BS 01	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 02	BS 02	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 03	BS 03	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY

Ballots styles should list \*all\* contests for your municipality

Ballot #	Name
3003	JUSTICE OF THE SUPREME COURT
301...	Prescott Alderperson District 2
702...	Prescott School District School Board Member

Ballot #	Name
3003	JUSTICE OF THE SUPREME COURT
702...	Prescott School District School Board Member

Ballot #	Name
3003	JUSTICE OF THE SUPREME COURT
301...	Prescott Alderperson District 4
702...	Prescott School District School Board Member

Ballot Style = Unique combination of contests

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### Spring Election Preparations

#### Contests/Candidates vs Ballot Styles

Name #	Name on Ballot	Election	Jurisdiction
CITY OF PRESCOTT: BS 01	BS 01	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 02	BS 02	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY
CITY OF PRESCOTT: BS 03	BS 03	2023 Spring Election	CITY OF PRESCOTT - PIERCE COUNTY

Ballots Styles can regenerate as checkpoints are checked!  
 Regeneration will reset any name updates

Unchecking/rechecking will only regenerate if contest added/removed!  
 Contact WEC if missing contests or ballot styles

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### Spring Election Preparations

#### Important Deadlines

February 12<sup>th</sup>: Absentee Information (IPAV) transfer from Election Plan into Spring Election

March 7<sup>th</sup>/8<sup>th</sup> : WEC will check State Contests & Candidates Complete checkpoints in WisVote

March 10<sup>th</sup>: Deadline to check Contests Complete & Candidates Complete Checkpoints

Reminder: Ballot styles may not reflect correctly until all levels have been checked for your location:  
 State - County - Municipality

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**Spring Election Preparations**  
**Important Deadlines**

Open Registration Closes: 11:59 p.m. March 15<sup>th</sup>, 20-days before Election Day

Mail Absentee Ballots to existing requests: March 14<sup>th</sup>, 21 days before Election Day

Deadline to request absentee ballot, election-specific: 5:00 p.m. March 30<sup>th</sup>

Deadline to request absentee ballot, CY B IC: 5:00 p.m. March 31<sup>st</sup>

**NO FEDERAL CONTESTS!**  
 Military voter deadline 5:00 p.m. March 31<sup>st</sup>  
 Permanent Overseas voters not eligible for ballot!

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**Questions**

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**Upcoming WisVote Webinars**

February 28, 2023  
 WisVote Addressing: Put a Pin in it

March 14, 2023  
 WisVote Data Quality: A Journey, not a Destination

April 25, 2023  
 WisVote Spring Post-Election

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